



Jet Propulsion Laboratory
California Institute of Technology

4800 Oak Grove Drive
Pasadena, California 91109-8099

(818) 354-4321

May 19, 1999

Attention All Prospective Proposers:

Subject: Request for Proposal (RFP) No. M07-1-7764-024

The RFP for Technical Support Effort Personnel (TSEP) is now released.

This competitive solicitation is expected to result in the award of multiple contracts to supply general-purpose technical support effort personnel to work at JPL facilities in Pasadena, California, and to work at local Contractor-provided facilities. This RFP supercedes any written or verbal information provided by JPL and is the official document of this procurement.

JPL invites your organization to submit a written proposal in conformance with the instructions contained in the RFP. It is imperative that the instructions provided in the RFP regarding the information requested and the **format** in which it is to be provided be closely followed. Your adherence to these instructions will aid in JPL's evaluation of your proposal. Failure to do so could result in your proposal being considered unacceptable for evaluation.

This procurement is 100% set-aside for Small Business. Only small business concerns are eligible for award of a contract under this RFP, per Attachment A-6.

The contracts awarded as a result of this RFP will be for a five year period of performance and will be used to obtain a large percentage, although not all, of the contractor support effort personnel to supplement JPL's workforce. It is anticipated that during this five-year period the successful proposers may collectively provide 400 or more support effort personnel per year.

PROPOSERS ARE ADVISED THAT JPL HAS IDENTIFIED A MANDATORY QUALIFICATION CRITERION IN THE RFP GENERAL INSTRUCTIONS. IN ORDER TO BE CONSIDERED FOR CONTRACT AWARD, PROPOSERS MUST EVIDENCE THAT THEY MEET THE MANDATORY QUALIFICATION CRITERION.

The contracts awarded as a result of this RFP will succeed the existing 11 contracts for technical support effort personnel that are currently in use by JPL. The existing contracts are scheduled to expire in January and February of the year 2000. The total number of contracts to be awarded as a result of this RFP is not predetermined; however, it is planned that JPL will award a sufficient number of contracts that assures adequate coverage of JPL's support effort personnel requirements. It is estimated that approximately 3-4 contracts may be awarded.

At this time, JPL plans to make contract award in the last quarter of calendar year 1999. A phase-in period is planned between the award of these contracts and the expiration of the existing 11 contracts.

A Pre-proposal Conference will be held Thursday, May 27, 1999, from 8:30 a.m. to 12:30 p.m. The purpose of this conference is to discuss the procurement and respond to questions. The information presented at the Conference will be based on the assumption that attendees have read the attached material. If your organization elects to attend the Conference please notify the undersigned in writing no later than noon Pacific Daylight Time (PDT), May 24, 1999. Your representative should report to the Embassy Suites Hotel, 211 East Huntington Drive, Arcadia, CA, at 8:00 a.m. for registration. The hotel's phone number is 626-445-8525. There are also several other hotels near the Conference location. The Conference is scheduled to start at 8:30 a.m. **Due to space limitations attendance is limited to two (2) representatives from each organization. Attendance limitations will be strictly enforced. Please notify the undersigned with the names of your company representatives attending this conference.**

In order for questions regarding the RFP to be addressed during the Conference, they must be submitted in writing to the undersigned no later than noon PDT, May 24, 1999. **Questions will be accepted at the Conference; however, JPL reserves the right to defer answering any questions received during the Conference.** A copy of each question received in advance or during the Conference, along with JPL's official response, will be provided to all recipients of the RFP as soon as possible following the Conference on this website. This website contains the RFP and a continually updated set of all questions and answers pertaining to the RFP.

As a convenience to JPL, you are requested to notify the undersigned by no later than June 9, 1999 in a written statement, whether or not your organization intends to submit a proposal. Should a choice be made not to propose, we would appreciate a brief statement of why you declined. **If you will be submitting a proposal, carefully read Section 6.0, Late Proposals, and Revisions and Supplements to Proposals, of the RFP General Instructions.** It is JPL's policy to answer questions relating to the content of RFPs only when the questions have been submitted in writing and directed to the undersigned.

Exhibit 10 of the RFP Specimen Contract, *JPL Information Technology Security Requirements for Computer Systems*, JPL D-7155E, contains JPL-sensitive information. Companies intending to propose may request, by E-mail, a user name and password from the undersigned. **Proposers should note in particular Special Provision No. 11.0 entitled, "Foreign National Access to JPL Material for JPL's Internal Web space."**

The due date and time for receipt of proposals is no later than June 18, 1999, at 3:00 P.M. PDT.

All questions and correspondence related to this procurement should be directed to the undersigned.

Sincerely,



Mary L. Johnson
Member, Acquisition Staff
Mail Stop: 190-220
Phone (818) 354-3020
FAX (818) 393-4168
Email: Mary.L.Johnson@jpl.nasa.gov

Included: RFP No. M07-1-7764-024
Attachment 1 to RFP Cover Letter

Attachment 1 to RFP Cover Letter

(Refer to paragraph 3.2, Address and Identification, of the General Instructions for use of this label).

TO:

JET PROPULSION LABORATORY

4800 OAK GROVE DRIVE

PASADENA, CA 91109-8099

Attn: Mary L. Johnson

Bldg. 190 Room 219

JPL RFP No. M07-1-7764-024

Close Date: 3:00 p.m. PDT. June 18, 1999

TO:

JET PROPULSION LABORATORY

4800 OAK GROVE DRIVE

PASADENA, CA 91109-8099

Attn: Mary L. Johnson

Bldg. 190 Room 219

JPL RFP No. M07-1-7764-024

Close Date: 3:00 p.m. PDT June 18, 1999

Note: The yellow label on the bottom is preferred. In the absence of a color printer, please use the plain upper label and highlight in yellow.